

CITY OF BURBANK

HOUSING DEVELOPMENT MANAGER

DEFINITION

Under direction, to plan, organize, and manage affordable housing development programs; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, organizes, and controls the functions and activities of the affordable housing development programs; develops and makes recommendations on goals, objectives, and policies; analyzes and applies various local, state, and federal policies, codes, and laws relating to the operations and administrations of the various programs; develops and implements new programs and changes in existing programs as required by laws, regulations, and other rules; evaluates effectiveness of affordable housing programs; prepares and maintains a variety of reports, including financial reports and records, in accordance with applicable laws and regulations; conducts complex studies and related research; administers operating budgets and cash flow; coordinates program activities with other departments, outside agencies, and community groups; represents the Housing Authority before public groups; reviews and approves specifications; monitor property improvement work; resolves complaints and mediates disputes; identifies funding resources and develops funding proposals; implements and coordinates financial strategies; evaluates proposals; negotiates contracts and development agreements; conducts feasibility studies; provides administrative and technical assistance to managers, City employees, the public, and other interested parties; selects, trains, supervises, and evaluates the performance of staff; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; acts for and in the absence of the Assistant Community Development Director/Redevelopment Administrator; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - principles and practices of public administration, economics, and redevelopment; principles and practices of housing development including land use, regulatory planning, and zoning requirements; applicable federal, state, and local laws, rules, and regulations regarding affordable housing programs; research methods and techniques; statistical analysis methods; financial and real estate procedures and transactions; contract negotiations and contract law; general building and housing code provisions; tax exempt structures and tax credit programs; community resources; group dynamics and community social-economic factors; equal employment and affirmative action guidelines and policies; the use of present and emerging automated services and technologies; principles and practices of sound personnel management and supervision.
- Skill in - effectively implementing the required knowledge; organizing, directing, and supervising a variety of affordable housing development programs; the use of microcomputers; making independent judgements and decisions based upon standard policy or procedures; interacting and communicating tactfully and effectively with a culturally diverse population; gaining cooperation through discussion and persuasion; training staff in assigned duties.
- Ability to - learn, comprehend, and apply departmental and City policies, rules, and regulations to resolve problems; analyze and accurately interpret a variety of documents and materials and prepare clear, comprehensive and complex reports and recommendations; negotiate complex contracts; maintain accurate records; develop, implement, and manage long range housing programs; monitor property improvement work; administer activities impartially within established policy; follow instructions and directions; operate a computer terminal and other specialized automation equipment; safely operate an automobile; read, write, and communicate in English at an appropriate level; make public presentations; cope with situations calmly and tactfully; establish and maintain effective working relationships with supervisors, fellow employees, other government agencies, financial institutions, and developers, and the public; effectively supervise; coordinate, direct, and prioritize the work of self and others; review and evaluate job performance; plan, design, and implement staff training; instruct staff on policy matters and proper safety procedures; work both indoors and outdoors and travel to locations to inspect properties, attend meetings, and meet with members of the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from college with a degree in planning, redevelopment, or related field and five years of professional experience in redevelopment; including at least three years of experience in housing development -OR- a Master's Degree in planning, redevelopment, or related field and four years of professional experience in redevelopment; including at least three years of experience in housing development.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.